

NJDOT Bureau of Research  
**QUARTERLY PROGRESS REPORT**

Project Title:	Climate Change Adaptation Guidebook		
RFP NUMBER: 7830809	NJDOT RESEARCH PROJECT MANAGER: Stefanie Potapa		
TASK ORDER NUMBER: 21	PRINCIPAL INVESTIGATOR: Josh DeFlorio, Hugh Louch		
Project Starting Date: 7/26/2013 Project Ending Date: 10/25/2013	Period Starting Date: 7/01/2013 Period Ending Date: 9/30/2013		

Task	% of Total Project Budget	Total Budget	% of Task This Quarter	Cost This Quarter	% of Task to Date	Total Cost to Date
1. Preparing for Action	76%	\$15,040	75%	\$ 11,280	80%	\$ 12,017
2. Final Report	24%	\$4,860	27%	\$ 1,312	30%	\$ 1,450
TOTAL	100%	\$19,900	63%	\$ 12,620	68%	\$ 13,495

**Project Objectives:**

The objectives of this project are to:

1. Construct suggested agency-wide approaches and process flows for climate-change and extreme weather risk reduction; and follow up interviews with selected personnel to further explore opportunities for integrating climate risk into current activities (as needed).
2. Develop a Final Report to summarize results and recommendations of Task 20 and Task 21.

**Project Abstract:**

For the New Jersey Department of Transportation (DOT), Cambridge Systematics is providing additional research support for work begun under the previous contract through the optional task (identified as 3b) set out in that scope of work. The specific purpose of Task 21 is to develop context-specific recommendations for factoring climate change into key decision-making processes at NJDOT.

**1. Progress this Quarter by Task**

Task 1: Preparing for Action

- Commenced task with kickoff meeting/quarterly report at NJDOT HQ
- Constructing agency-wide approaches and process flows for climate-change and extreme weather risk reduction

Task 2: Final Report

- Submit draft deliverables (projected for the week of 9/30)
- Project management activities

## **2. Proposed activities for next quarter by task**

### **Task 1:**

- Complete agency-wide approaches and process flows for climate-change and extreme weather risk reduction
- Follow up interviews with selected personnel as needed

### **Task 2:**

- Incorporate client feedback into the draft report
- Deliver Final Report to close Task 2

## **3. List of deliverables provided in this quarter by task (product date):**

- Draft Final Report (projected for the week of 9/30)
- Final Report will be submitted following receipt of client comments (projected week of October 14<sup>th</sup>)

## **4. Progress on Implementation and Training Activities:**

- No work on implementation or training in this period

## **5. Problems/Proposed Solutions:**

- No problems to report during this period.

Total Project Budget	\$19,900.00
<b>Contract Amount:</b>	\$19,900.00
Total Project Expenditure to date	\$13,495.00
% of Total Project Budget Expended	68%